



Ambasáid na hÉireann | An Ísiltír
Embassy of Ireland | The Netherlands
Ambassade van Ierland | Nederland

Public Affairs Officer

Embassy of Ireland to the Kingdom of the Netherlands

Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

A competition will be held for the post of Public Affairs Officer at the Embassy of Ireland in The Hague. This competition will be for a full time position based at the Embassy of Ireland in The Hague and is for a two year, non-renewable contract.

Job Description:

The Embassy of Ireland manages all aspects of Ireland's relationship with the Netherlands. The promotion of diplomatic, political, commercial and economic, and cultural ties between the Netherlands and Ireland is integral to the work of the Embassy.

The Embassy wishes to recruit an officer to support the Embassy's public diplomacy work. The position requires a deep knowledge of the Dutch political, economic and commercial landscape, a high degree of professionalism, third level education, good oral and written communication in the Dutch and English languages, good organisational skills, and the ability to be flexible, creative, and manage competing priorities. The purpose of the position is to further build the capacity of the Embassy to maintain an effective overview and analysis of current political, economic, cultural, and commercial developments in The Netherlands, and to help enhance the profile of the Irish Embassy in the Netherlands through effective networking and public outreach. The target recruit will be a self-starter, with demonstrable political and/or economic commercial acumen, fluent in Dutch and English, with the capability to work within the Embassy framework and to achieve specific measurable results.

Tasks and Responsibilities

The Public Affairs Officer will work closely with the diplomatic and administrative staff of the Embassy on all aspects of the Embassy's political, economic, commercial and cultural outreach work.

Duties

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Maintaining an overview of current political and economic developments in the Netherlands through media scanning, government and civil society / think tank reports, and networking with key individuals from Dutch government, business, arts and civil society;
- Supporting the Ambassador and diplomatic staff in further developing the network of Dutch political, economic and commercial contacts and interlocutors;
- Providing accurate and timely translations of key documents and media news reports for circulation within the DFAT network;
- Supporting the Embassy's diplomatic staff in the planning and implementation of the annual public diplomacy plan – including the provision of assistance for the organisation of key Embassy outreach events;
- Supporting the Embassy's efforts in export trade promotion through support for the Embassy's collaboration with the Local Market Team (which involves the main Irish State agencies both present and absent from The Netherlands - Enterprise Ireland, Bord Bia, Tourism Ireland and the IDA);
- Prepare briefing material on political, economic and trade developments as requested by the Ambassador and other Diplomatic Staff;
- When required, represent the Mission at meetings with stakeholders of relevance to the work of the Embassy;
- Ensure that the advice and information on the Embassy website is up-to-date and useful, that the commercial content on the site is regularly updated and develop the Embassy's social media output on our outreach work both to Irish diaspora and international audiences;
- Help facilitate in-country visits of Irish Ministers and business or public sector contacts;
- Providing emergency consular assistance to Irish citizens in the Netherlands as required;

Skills

To be eligible the following qualifications and competencies are required:

- Post-graduate degree in a discipline of relevance to the role of Public Affairs Officer (Politics, Economics, Business, Media / Communications, International Relations or Law);
- Fluency in both English and Dutch;
- Minimum of two years relevant work experience;
- Excellent knowledge of the Dutch political, economic and commercial landscape;
- Knowledge of Irish political, economic and commercial landscape;
- The legal right to work in the Netherlands;
- High degree of integrity and trust;
- Effective communication, networking and reporting skills (including understanding, summarising, reporting and communicating complex information);
- Initiative and Team Work skills (participate in / lead teams aimed at process or organisational reform);

- Good representational, networking and influencing skills;
- A strong results orientation and “can-do” attitude; good organisational skills, with ability to influence and rapidly build credibility with clients and buyers;
- Excellent interpersonal and communication skills with good presentation skills.

Remuneration:

The rate of pay will be €36,817 per annum. Payment of the salary will be made each month by electronic transfer to your bank account. The Employee is entitled to a holiday allowance in line with the Dutch Holiday Allowance Act, which will be paid in March each year.

How to Apply

Interested applicants for this position **must submit** the following:

- 1. A type-written and signed application form**
- 2. A 1 page cover letter specifically applying for this position and addressing the essential requirements as advertised.**
- 3. Supporting documentation in the form of original documents will be required from short-listed applicants, including:**
 - **Proof of your legal right to work in the Netherlands (e.g. passport or working visa);**
 - **References from two former employers; and**
 - **Original Third Level/University Degree certificates.**

Applications sent by email should be addressed to thehagueemrecruitment@dfa.ie and should include the subject – “Public Affairs Officer Applicant [*insert name*] 2021”. Please submit attachments in PDF and Word formats, not pictures or other formats. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Human Resources, Embassy of Ireland, Scheveningseweg 112, 2584 AE, The Hague.

Applications will not be accepted after 17.00 CET on Tuesday 09 February 2021

The interviews for this post are expected to be held during the last week of February 2021 by Video Conference.

Candidates should make themselves available at the time and date(s) specified by the Embassy of Ireland and should make sure that the contact details specified on the application form are correct. Costs associated with attendance at interview will be borne by the candidate.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application;
- presentation or other exercises;
- one or more competitive interview; and
- Any other tests or exercises that may be deemed appropriate.

Data protection:

All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security clearance:

Police clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland The Hague, is committed to a Policy of Equal Opportunity.